

RECRUITMENT NOTICE NO. : THS/RN/06/2021

Dated 28th January 2021

1. Translational Health Science and Technology Institute (THSTI) is an autonomous Institute of the Department of Biotechnology, Ministry of Science and Technology, Govt. of India. The institute is an integral part of the interdisciplinary NCR Biotech Science Cluster located at Faridabad, and is designed as a dynamic, interactive organization with the mission to conduct innovative translational research and to develop research collaborations across disciplines and professions to translate concepts into products to improve human health.
2. THSTI has built several inter-institutional collaborations and connectivity with industry supported by well-trained teams of research and laboratory staff. This foundation has helped pursuit of thematic research programmes which can be broadly categorized as, (a) Infectious diseases and Immunology (b) Maternal and Child Health, (c) Non communicable disease d) Multidisciplinary clinical and translational research. These will be strengthened by four core facilities viz. Small Animal Facility, Data Management Center, Biorepository and Bioassay Laboratory that will serve not only the research programmes of THSTI, but also the National Capital Region Biotech Science Cluster and other academic and industrial partners.
3. This recruitment is to fill up the vacancy under the project entitled **“Effective and Affordable Flu Vaccines for the World” (INDIGO) This is a Horizon 2020 joint grant between the Department of Biotechnology (Govt of India) and the European Union (EU)”**

Educational Qualification and Experience required for the post:

S. No.	Name of the Post/ No. of Post / Max Monthly consolidated emoluments/ Age Limit	Minimum Qualifications & Experience	Job Responsibilities
1.	Project Manager One post Up to Rs. 1,25,000/- 45 years	Ph.D in any branch of life Science from a recognized University with minimum of 3 years' of post qualification experience in scientific administration. OR Masters in Life Sciences with 10 years of post qualification experience in scientific administration.	<ul style="list-style-type: none"> • Prior experience in working within a research/ academic setting, handling social media and other communication tools, Ability to develop and implement clinical and laboratory monitoring plans, SOPs, database concepts, and formats,

		Prior experience in working with Govt or renowned organization grants and project management	<ul style="list-style-type: none"> • Basic business computer and social communication skills (MS Word, Excel, e-mail, Twitter, FB, LinkedIn)
<p>➤ Last date for receipt of online application is 19th February 2021</p> <p>➤ The applications will be scrutinised/shortlisted and processed for further selection.</p>			

“Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply”

GENERAL TERMS & CONDITIONS:

- a) Appointment will be made on yearly contract basis with an initial probation period of six months that may be extended at the discretion of the competent authority.
- b) All educational, professional and technical qualification should be from a recognized Board/University.
- c) The experience requirement specified shall be acquired after obtaining the minimum educational qualifications required for the post.
- d) Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce ‘No Objection Certificate’ at the time of written test/skill test/Interview.
- e) The age limit, qualification, experience and other requirements may be relaxed at the discretion of the competent authority, in case of candidates who are otherwise suitable. In case candidates are not found suitable for the posts notified, they can be offered lower post / lower emoluments on the recommendation of the Selection Committee.
- f) Age and other relaxations for direct recruits and departmental candidates: 1. By 5 years for candidates belonging to SC/ST communities. 2. By 3 years for candidates belonging to OBC communities. 3. For Persons with Benchmark Disabilities (PwBD) falling under the following categories : (i) UR - 10 years, ii) OBC - 13 years (iii) SC/ST - 15 years 4. For Ex-servicemen upto the extent of service rendered in defence forces (Army, Navy & Air force) plus 3 years provided they have put in a minimum of 6 months attested service. 5. Age is relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government, from time to time 6. There is no upper age limit for the Institute employees who are treated as departmental candidates.
- g) Number of positions may vary depending upon the requirement at the time of interview/presentation.
- h) Outstation SC/ST/ PwBD candidates called for the interview/written test/skill test will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of the same.

- i) All results will be published on our website and all communications will be only through email.
- j) Canvassing in any form will be a disqualification.

HOW TO APPLY:

1. **Documents to be kept handy before filling up the online application:** (all the documents except (i) should be in pdf format) :

- i) A soft copy of your passport size photo and signature. (jpeg/jpg/png format)
- ii) A comprehensive CV containing details of qualification, positions held, professional experience / distinctions etc.
- iii) Matriculation certificate (equivalent to 10th Standard) / Mark sheet
- iv) Intermediate certificate (equivalent to 12th Standard) / Mark sheet
- v) Graduation degree certificate / Mark sheet
- vi) Post-Graduation degree certificate & Mark sheet
- vii) Ph.D or equivalent degree certificate
- viii) Relevant experience certificates
- ix) Caste / Disability certificate in the format prescribed by the Govt. of India, if applicable

2. **Procedure for filling up online application:**

- i) The eligible and interested candidates may apply online at the Institute’s website www.thsti.res.in/career. Applications through any other mode will not be accepted.
- ii) The following will be the step wise procedure-
 - A) Step 1 : Details of applicant
 - B) Step 2 : Uploading of documents
 - C) Step 3 : Payment of application fee
 - The payment can be made by using Debit Card / Credit Card / Internet Banking / UPI.
 - Once payment is made, no correction / modification is possible
 - Candidates are requested to keep a copy of the provisional receipt for future reference.
 - Fee once paid shall not be refunded under any circumstances.
 - Details of fees to be paid are as shown below:

S. No	Applying on direct recruitment	Application fee amount
1.	Unreserved, OBC & EWS candidates	Rs 500/-
2.	SC/ST/Women/PwBD	Rs 100/-

D) Step 4 : Submission of application form

- iii) On successful submission of application, an auto-generated email containing the reference number will be sent to the email address provided. Please keep a note of the reference number for future correspondence.
- iv) Candidates are required to keep a printout of the online application form by using the print button on the dashboard for future reference.
- v) Candidates must ensure that he / she fulfils all the eligibility criteria as stipulated in the advertisement. If it is found that he / she does not fulfil the stipulated criteria during the

recruitment process, the candidature of the candidate will be cancelled. If the same is noticed after the appointment, the candidate will be terminated following due process.

- vi) Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
- vii) In case of difficulty in filling up the online form, please send e-mail to **personnel@thsti.res.in** along with the screenshot of the error displayed (if any).

(M.V.Santo)
Head-Administration

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